STUDENT HANDBOOK

VILLA JULIE COLLEGE

Stevenson, Maryland 21153

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VALLEY ROAD

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The 1965 *edition of the college handbook is the work of the Class of* 1965. *Through their efforts it was revised and presented to the Classes of* 1966 *and* 1967 *as their permanent contribution to Villa Julie. Special commendation is due to:*

— *Sister Mary Joan, Dean of Students under whose selfless and patient guidance the* 1964-1956 *Student Council prepared this handbook;*

— *Mary Beth Logue, Student Government President,* 1964-1965; *and*

— *Judy Jones, President of the Class of* 1965.

My dear students,

Welcome to Villa Julie — your fellowship for learning and growing, for becoming. You will know much joy here; you will also know some pain, for growth means change, and change is not painless. But that V.J. students are willing to pay the price of growth is evidenced by this handbook itself, hewn and fashioned, not by the faculty, but by the students.

C. S. Lewis says somewhere that the raw material of life is like a garden: it is a good thing, but "it will not fence and weed itself, nor prune its own fruit trees, nor roll and cut its own lawns. It will remain a garden, as distinct from a wilderness, only if someone does all these things to it. . . ." That someone is primarily you. The faculty can guide, direct, impart information, provide an example; but it is you who decide whether to "take it or leave it," whether to prune and weed and grow into tall trees, or to evolve aimlessly into scrubby tangles. This *Student Handbook* represents student fences and gardening tools. Its end is not itself, not the fences, but strong, beautiful "tall trees" stretching out toward the sky, united with one another, and grounded in reality.

This is a lifetime occupation, of course, but you have these two years of relative peace in which to find your true and best self. And you do not work alone. The God who placed you in the soil of Green Spring Valley leaves you free but not unaided: everything is on your side! The faculty and I look forward to seeing you use it.

Your devoted,
SISTER MARY STEPHEN, S.N.D.
President

Hello!

As Student Government President, it is my pleasure to welcome you, the Class of '67, to Villa Julie College. To become part of life in a college community is both challenging and exciting. But the seniors are living proof that it can be done! I am sure that within a few short weeks you will find yourself caught up in the spirit and enthusiasm that *is* Villa Julie. Be proud to be a V.J. girl, and you will have taken a big step on the road to success.

This handbook contains material which, we hope, will answer your questions in these first few hectic weeks of school. Pay particular attention to the section on the Honor System. It is a way of life here at Villa Julie, and you will hear more about it soon.

Welcome back seniors—to another year full of studies, social activities, traditions, and familiar faces. For us, this year will be a short one—our last one—one to which each of us can make a lasting contribution.

The Student Government Association invites all of you, as its members, to attend its meeting and to voice your opinions on issues of interest to everyone. We look forward to hearing from you, and will do our best to make the Student Government a living forum for your ideas and suggestions.

MARY COLE,
President of the Student Government

COLLEGE CALENDAR, 1965

September 14	Freshman Placement Tests, 9:00 a.m.
September 15	Mass of the Holy Spirit, 9:00 a.m., Chapel Registration and Class Programs, 10:30 a.m. Introductory Assembly, 11:30 a.m., Carmel Hall
September 16	Classes begin, 8:30 a.m.
September 18	Freshmen Fathers' Picnic, 1-5 p.m.
September 26	Mother-Daughter Tea, 3-5 p.m.
October 5	Cap and Gown Ceremony and Ring Reception, 2:30 p.m., Carmel Hall
October 8	Last day students may request permission from the Academic Dean to drop or change a course.
October 15	Campus Day (Open House for high school students), 8:30-12:30 p.m.
October 22	Freshman Initiation
October 23	Fall Festival (Parents' Oyster Roast for college benefit)
November 1	All Saints' Day (holiday)
November 12	End of First Quarter
November 22	Senior Class Day
November 24	Holiday (for December 8)
November 25-28	Thanksgiving recess
December 8	Campus Day (Open House for high school students), 8:30-12:30 p.m.
December 11	Glee Club Concert, 8:15 p.m.
December 17	Christmas recess after last class

COLLEGE CALENDAR, 1966

January	3	Classes resume
January	19	Reading Day (No classes)
January	20-27	First Semester Examinations
January	28-30	Semester Recess
January	29	Re-examination Day
January	31	Beginning of second semester
February	3-5	Parents' Weekend
February	22	Washington's Birthday (holiday)
February	26	Glee Club Concert with Annapolis, 8:15 p.m., Carmel Hall
March	2-4	Students' Retreat
March	11	End of third quarter
March	14	Freshman Class Day
March	23	Mothers' Club Fashion Show, Green Spring Inn
April	2	Glee Club Concert with Villanova, 8:15 p.m.
April	5	Easter recess, end of last class
April	18	Classes resume
May	7	Day in the Country (Parents Association festival for college benefit)
May	11	Field Day, beginning 11:30 a.m.
May	17	Honors Assembly, 2:30 p.m., Carmel Hall
May	19	Ascension Thursday (holiday)
May	20-66	Final Examinations
May	21	Senior Prom
May	28	Baccalaureate Mass, 11:30 a.m. Luncheon for Seniors and Guests, 12:45 p.m. Alumnae Reception of Seniors
May	29	Commencement Exercises, 2:30 p.m.

HONOR SYSTEM

Life at Villa Julie College centers around the "Honor System." We assume that every student who wishes to attend this college is a trustworthy person, for we are confident that honesty and integrity are the bases on which the values of this college are built. Our purpose is to develop this spirit of honesty, and thereby to continue the harmonious way of life at Villa Julie. Moreover, because our college years are formative years, we know that the patterns we establish now will be a part of us for the years to come.

Each young woman accepting membership in the Student Body of our college accepts the Honor System. She pledges her support of Student Government regulations in the Handbook and all they imply. She also pledges to conduct herself both on and off the campus in a manner that reflects the good name of the college. If she does not wish to try to live in this way, she should withdraw from the college.

We realize, of course, that all of us can fail and can make mistakes. At these times most especially, we have an opportunity to demonstrate our good will, and to grow in honor. The violator of regulations or standards of the college is expected to report herself to the proper authorities. If she does not do this, it then becomes the responsibility of an observer to approach the offender with sincere charity, tact, and persuasiveness (either by talking to the person herself or by speaking to someone who would be more likely to help her report her misdeed.) This responsibility of the Honor System is perhaps difficult to understand; but, if we believe that we are a Christian college community, it follows that we believe we are inescapably involved in the needs of one another.

The Honor System is not a way of life we can absorb quickly. We must live it for awhile, and only then will we be asked to accept it and let it become a part of us. But a stand of neutrality can destroy an Honor System. It is imperative that each incoming student expect to try to

uphold wholeheartedly this system at Villa Julie and to accept all its responsibilities.

For the Honor System is more than a system. It is a spirit—a spirit of respect, trust, and responsibility. It is our mutual agreement to take a "trustful risk" in each other. It is worthless without our sincere consent.

Formal Agreement to Abide by the Honor Code of V.J.C.

Upon signing this pledge you hereby officially become a member of the Student Government Association of Villa Julie College with all the rights, privileges, and responsibilities acquired by you in this Honor System.

I pledge loyalty to the Honor System of Villa Julie. I understand and will uphold to my best ability the ideals and standards of the college. I accept responsibility for my actions and realize that my conduct and the conduct of others affect my character and the name of the college. I promise to accept the decisions of the Honor Court and Administrative Council. I hereby promise to respect and uphold this Honor System.

Name ..... Class .....

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

ARTICLE I
Name

The name of the Association shall be the Student Government Association of Villa Julie College.

ARTICLE II
Membership

All students of Villa Julie College are members of the Student Government Association.

ARTICLE III
Purpose

The purpose of this Association is the encouragement and development of personal freedom and social maturity through the exercise of responsibility.

ARTICLE IV
Spirit

The spirit of this association emanates from its Honor System, which respects, encourages and strengthens personal integrity and responsibility.

ARTICLE V
Powers

By delegation of the Administrative Officers of the College, and through its elected officers, the Association shall have power to serve as a deliberative and regulatory body in all non-academic matters, and to enforce its decisions through sanctions.

ARTICLE VI
Government

The government of this Association shall be vested in the Student Council.

ARTICLE VII
Officers

The officers of the Association shall be President, Vice-President, Secretary, and Treasurer. The President, Vice-President and Treasurer are elected from the incoming Senior Class; the Secretary is elected from the Freshman Class.

The above-named officers together with the Class Presidents and the following representatives shall compose the Student Council or governing body:

First Semester: Student Government President, Vice-President, Secretary-Treasurer, Senior Class President, two Freshmen Representatives, Glee Club President, Service Organizations President, Off-campus delegate, Publications representative, A.A. President.

Second Semester: The number of officers remains the same; however, there is an election of a Treasurer from the Freshman Class and a Freshman Class President to replace the two Freshmen Representatives.

ARTICLE VIII
Duties of the Officers

President—It shall be the duty of the President to represent the college at all social and business meetings of the college. The President will also preside over all meetings of the Association, Student Council, and the assemblies. The President is a member of the Administrative Council and the Honor Court. Her chief duty is to provide the link between administration, faculty, and student body and to represent the views of each concerning all matters of general concern.

Vice-President—It shall be the duty of the Vice-President to work closely with the President in representing and leading the Student Body. The Vice-President will officiate at all meetings and assemblies in the absence of the President. The Vice-President will act as Social Chairman, who plans and organizes social activities of the college. The

Vice-President is a member of the Administrative Council and Honor Court.

Secretary—It shall be the duty of the Secretary to record, post, and distribute the minutes of all meetings of the Student Council and the Administrative Council. The Secretary is also responsible for all correspondence for the Association, as well as for sending announcements for meetings.

Treasurer—It shall be the duty of the Treasurer to collect all money due to the Student Government Association and to deposit this money in the bank. It is also the duty of the Treasurer to keep an account of all receipts and expenditures of the Association, and to submit a report of these accounts, when necessary, at the meetings of the Association.

ARTICLE IX
Elections

Toward the end of each year, the Freshmen Class elect the President, Vice-President, and Secretary-Treasurer of the Association for the following year. The current Student Government officers preside over these elections. Nominations are made by secret ballot. There may not be more than five nor fewer than two nominees. After the nominees are posted, election follows. This is also done by secret ballot. A two-thirds majority is necessary to win an election on the first two ballots. If this majority is not reached after the second ballot, a plurality vote in the third ballot decides the election.

To hold a major office, a student must have a cumulative C average.

Following the election of major officers, election for other Student Council officers takes place in the same manner as stated above.

ARTICLE X
Participation in College Government

Officers of the Student Government Association are members of the Administrative Council, which serves in an advisory capacity to the President of the College in matters which affect the college as a whole and in judgment of penalties for serious infractions of college regulations.

The Administrative Council of the College consists of:

A. The President of the College.

B. The Administrative officers of the College.

C. Three faculty members elected by the faculty.

D. The President, Vice-President, Secretary and Treasurer of the Student Government Association.

E. The Class Presidents.

Prior to the election of Treasurer and Freshman Class President, the two Freshmen Representatives shall serve as members of the Administrative Council.

ARTICLE XI
Honor Court

Violations of the Honor System shall be brought before the Honor Court, who shall decide punishment. If the offense is serious, the case will be deliberated by the Administrative Council for final judgment.

The Honor Court is composed of the following:

A. The Dean of Students, ex-officio.

B. The President, Vice-President, Secretary, and Treasurer of the Student Government, and the Class Presidents. (During the first semester the two Freshmen representatives are members of the Honor Court.)

ARTICLE XII
Amendments

The Constitution shall be amended in the following way:

A. A petition must be signed by at least one-tenth of the members of the Association.

B. The amendment is then presented to the President of the Student Government Association who in turn presents it to the Administrative Council where it may be approved by the affirmative vote of two-thirds of the members.

ACADEMIC INFORMATION

Attendance

Class

In general, regular attendance in class is required. Absences from class, "cuts", may be excused up to a limited number of times, which is ordinarily the number of semester credits allotted to the course. Individual instructors, however, will clarify and stipulate at the beginning of the term their own requirements concerning class attendance.

Unless an instructor stipulates otherwise, Dean's List students may take unlimited class cuts throughout the period in which they are able to maintain this academic standing.

Absence for illness or emergency beyond the control of the student should be repored by telephone to the Dean of Students. On return to class the student is expected to bring a note or doctor's certificate explaining the cause of absence.

Failure to observe attendance regulations will be penalized by campusing. Repeated irresponsibility will result in a student's being dropped from the course with an F grade for the work missed, and may lead to suspension or dismissal.

No absences from any class are allowed during the two days immediately before or after the Thanksgiving, Christmas and Easter vacations. Unexcused absences during this time will be penalized by campusing.

Assemblies

Attendance at college community assemblies and Orientation classes is required for all students. Assembly cuts are penalized by campusing.

Change of Course

A student's program of studies is made out under the direction of the Academic Dean.

A student is not permitted to change or drop a sub-

ject, or to change or substitute a class hour without permission of the Academis Dean.

Changes in course of study may be made only within the first three weeks of school, after consultation with and the permission of the Academic Dean.

No credit can be allowed for a course begun after the third full week of semester. A failure is given for a course dropped before its completion.

Dean's List

The Dean's List is comprised of full-time students who show outstanding academic achievement by attaining a credit ratio of at least 3.3 for each semester. This list is announced by the Dean at the conclusion of each semester.

Credit Ration Defined

Each credit hour of A is equivalent to 4 points.

Each credit hour of B is equivalent to 3 points.

Each credit hour of C is equivalent to 2 points.

Each credit hour of D is equivalent to 1 point.

Each credit hour of E is equivalent to 0 point.

The total points for the semester's work, divided by the number of semester credit hours carried yields the credit ratio.

Delay of Instructors

If an instructor does not report to class within 15 minutes of the time set to convene, the Academic Dean should be notified. She will direct the class to disband or to await the instructor.

Examinations

Examinations are given in January and May of each scholastic year. These examinations are unproctored; the

student is expected to sign the Honor Pledge at the end of each examination.

If a student maintains a passing grade for a course and fails the semester examination, she may be permitted a retake.

Reports

Reports are sent to the student's family at the close of each semester and the student's high school during her Freshman year.

Sign Out Sheet

When a student is temporarily leaving the campus, she must sign her name, destination, and times of departure and expected return in the Sign-Out Book, which is outside the Dean of Student's office. On return, a student is expected to sign herself in. A student who fails to do this will be penalized.

Requirements for Graduation

Each candidate for graduation must have completed not fewer than 60 and not more than 70 credit hours. A credit hour indicates one hour of lecture or two hours of laboratory per week for one semester. For graduation a student is required to have a scholastic average of C.

"VJ" Award

Each year a limited number of Seniors shall be chosen for a special award, which will indicate distinguished achievement in all phases of college life. The award consists of a gold pin containing the letters V.J. outlined in seed pearls. This award is generally awarded at graduation.

Qualifications:

A. Superior personality, including thoughtfulness, poise, self control, balance, and a sense of responsibility.

B. Consistently neat appearance.

C. Good scholastic standing.

D. Noteworthy participation in extracurricular activities.

GENERAL INFORMATION

Book Store

The campus book store is located in the main corridor across from the Library. Here the student may purchase or sell her books. In addition to textbooks, school supplies and stationery may also be purchased.

Bookstore Hours:
8:29-9:00 a.m.
5 minutes between classes
Lunch hour
Closing time 4:00 p.m.

Bulletin Board

The bulletin board is an important means of communication. Each student is responsible for all notices on the Faculty bulletin board and for all official notices on the Student Government bulletin board in the main corridor.

Care of Building

Students should be careful to turn off water faucets and lights when not in use. The same applies for radio and television, which should be kept at a moderate tone.

The classroom, locker room, cafeteria, and lounge should be left in order. Any articles left around will be placed in the Lost and Found Department.

Cafeteria

No student is permitted in the cafeteria during the cleaning hours which will be between 1:30 and 2:30 p.m.

No bottled drink is to be taken from the cafeteria to the student lounge, on the grounds, etc.

No one is permitted behind the counter in the cafeteria. (Regulation: Dept. of Health)

Cars

All cars must be parked on the parking lot. Unless a student has the permission of the Dean of Students, she may not drive to Cuvilly or Carmel Hall.

Dress

Villa Julie does not dictate fashions or frown on individuality but we do expect good taste of one another. It is true that charm radiates from within, but none of us would deny that the externals help to transmit the charm to the beholder. Each V.J. student should realize that good grooming and bodily grace are the first requisites for a pleasing demeanor. Meticulous care of the hair, teeth, nails, and face, and clothes goes far toward helping others identify us as a true "lady." Walking, standing, and sitting, especially when they are done with true femininity and finesse, become actions which speak of a girl's concern for others. To paraphrase Newman, a lady is one who never willingly gives pain to others.

Drinking

In view of the law of the State of Maryland regarding the use or possession of alcoholic beverages, including beer, for those under 21, drinking is prohibited on campus and at all college-sponsored functions on or off campus.

Library

The Library is open daily from 8:15 a.m. to 5:00 p.m.

Books removed from the shelves should be replaced correctly. *A misshelved book is a lost book.* If you cannot find the correct place to shelve the book, return it to the charging desk. *Do not leave* books on the tables.

Help maintain a quiet atmosphere for research. Conversation disturbs your neighbor who wants to study. If discussion is necessary, please go to the Student Lounge or a free classroom.

Books may be kept for three weeks, except those of limited circulation.

Fines are imposed to help guarantee that Students and Faculty will have full use of materials during the hours the Library is open. Fines for regularly circulated material is 3¢ per day. Fines for Reserve and Overnight material not returned by 8:30 a.m. are:

8:31 a.m.- 9:30 a.m.	25¢ per item
9:31 a.m.-10:30 a.m.	50¢ per item
10:31 a.m.-12:00 noon	75¢ per item
12:01 a.m.- 4:30 p.m.	1.00 per item
For each day thereafter	$1.00 per item

Lost and Found

The lost and found articles will be taken to the sliding closets in the corridor outside Room 201. The Secretary of the Student Government will post hours, in addition to lunch time, when articles may be claimed daily.

All unclaimed articles will be placed there as soon as they are found; and, if not reclaimed within a reasonable time, they will be given to a worthy charity.

Men on Campus

Male guests of students may be entertained in the Student Lounge and Cafeteria.

Smoking

Smoking is permitted in the Cafeteria and Student Lounge and Lantern Room. There will be no smoking on the grounds, except in the courtyard, the patio adjacent to Cuvilly, and in vehicles entering or leaving the campus.

Telephone

The telephone outside the cafeteria is for the students' use. Students may make or receive calls from this phone. The number is 486-9872.

PENALTIES

Any infraction of a college regulation is a violation of the Honor Code and the case will be presented to the Honor Court. The penalties given for such actions may be either of the following:

A. *Fine*—The student is fined a sum of money for her misdemeanor. This penalty is generally given for lesser offenses; such as, a parking violation.

B. *Campus*—This obliges the student to return to the college on Saturday for a given number of weekends depending on the seriousness of the offense. During this time the student is rquired to do academic assignments or other tasks assigned by the Dean of Students. This penalty is usually given for overcutting or actions not grave enough for suspension or expulsion.

C. *Suspension*—This penalty means that a student is sent home for a specific period of time and is responsible for making up the work on her own time. The Honor Court of itself cannot decide this penalty but must recommend such action to the Administrative Council for its decision.

D. *Dismissal*—This penalty terminates a student's attendance at Villa Julie. Like suspension, it must be the final decision of the Administrative Council.

TRADITIONS

Senior-Freshmen Sisters—

The Seniors choose their "sisters" from the incoming Freshman class. The purpose of this tradition is mutual encouragement, support, and friendship.

Three Dances—

These are the scheduled dances of the year which are part of the social life of the student.

Freshmen Welcome Dance
Christmas Dance
Senior Prom

Cap and Gown Ceremony—

At this ceremony, the Seniors receive their caps and gowns which symbolize their formal acceptance by the academic community of V.J.C. The receiving of school rings by Seniors is also a part of this occasion.

Campus Days—

Interested girls from high schools throughout the Baltimore area are invited to observe school life at Villa Julie, in October and December.

Class Days—

These are arranged, prepared, and produced by each class, on separate days. Their purpose is to display the talents and initiative of the students.

Christmas Party for Needy Children—

This is a project sponsored by the Service Organization, and participated in by the entire school. Through this party, needy children from various parts of the city are invited to join in a Christmas celebration.

College Christmas Party—

Students and faculty celebrate Christmas with a dinner at the college followed by a play presented by the students for the community of sisters in the Great Hall.

Retreat—

This three-day convocation is held at the beginning of the second semester and consists of a series of value-oriented talks and discussions between the speaker and students.

Parents' Weekend—

This is a special time in which parents are invited to observe and participate in the students' academic life. Social activities are also included.

Alumnae Reception of Seniors—

This occurs at the end of May, when the Seniors receive the honor of joining the Alumnae Association of Villa Julie.

Honors Convocation—

A final assembly of the students and faculty honors students who have achieved high academic standing and outstanding religious and social accomplishments.

Field Day—

An activity at the finish of the academic year, sponsored by the Athletic Association, this consists of a banquet and competition in athletic games between the classes.

Commencement Exercises—

This is the climax of the year at which Seniors, parents, and friends attend a Baccalaureate Mass, a luncheon, and the presentation of degrees and honors. Freshmen are invited to attend these exercises.

ORGANIZATIONS

The Lantern

The *Lantern* is the college newspaper, written and edited by students. According to its published editorial policy, its aim is "to inform V.J. students and those interested in them of all curricular and extra-curricular activities of Villa Julie in the best possible way; to be not merely a bulletin board of past, present and future events, but an informative newspaper that puts depth and interest in what might have been an ordinary piece of news." Members of the journalism class usually provide the staff of the *Lantern*.

Glee Club

The Glee Club, as its name implies, is the college's choral group. Throughout the school year the Glee Club presents several joint concerts with men's colleges, as well as a few solo concerts. Admission to the Club is by audition.

Athletic Association

The Athletic Association plans and carries out the sports events of the year, including both competitive games and activities for personal enjoyment. The two major events sponsored by the Athletic Association are A.A. Week in the fall, and Field Day in the spring. Any girl who wishes may join the Athletic Association.

Service Organizations

The Service Organizations are a combination of three closely related organizations: the Interfaith Group, the Red Cross Social Group, and the Secretarial Assistance Club. The Interfaith Group consists of girls of different religious faiths who not only discuss the differences between their faiths, but also go out of their way to aid and bring a happy moment to those less fortunate than themselves. The

Red Cross Social Group consists of girls who are willing to give up one evening or two, or a few afternoons a month to be of assistance to deprived persons. The Secretarial Assistance Club is an organization through which volunteers aid non-profit groups that cannot afford to hire secretaries.

I.C.C.

The Inter-Collegiate Council is a group of delegates from all the colleges of the Baltimore Area who meet regularly for the purpose of uniting and synchronizing the activities of each college. Villa Julie was invited to become a member of this council in 1964.